

**DMB**  
**INTEGRATED PERFORMANCE MANAGEMENT SYSTEM (IPMS)**  
**SUMMARY INFORMATION**

**1. - NON-PROBATIONARY EMPLOYEES**

<b>Review Schedule</b>	Annual Review Cycle	<ul style="list-style-type: none"> <li>•Common Rating Period Review Date determined by each office. Example: If initial implementation of IPMS is 6/1/01, annual evaluation is due 6/1/02. (Note:- Rating Review date may vary for employees in a Pay for Performance class, i.e. IT, SEMAS, Group 4).</li> </ul>
<b>Form Required</b> DMB Employee Competency Assessment and Development Plan	<ul style="list-style-type: none"> <li>•DMB 931 – Group One and SEMAS Employees</li> <li>•DMB 932 – Group Two Employees</li> <li>•DMB 933 – Group Three Employees</li> <li>•DMB 934 – Group Four and SES Employees</li> </ul>	<ul style="list-style-type: none"> <li>•Use Annual and Progress Reviews Section</li> </ul>
<b>Action Required</b>	<p>On annual basis, employee and supervisor identify behavioral &amp; functional competencies and establish a Training &amp; Career Development Plan.</p> <p>During the annual cycle, updates to the original form or a new one <i>may</i> be necessary if the following occur:</p> <ul style="list-style-type: none"> <li>• Major changes in assignments</li> <li>• A change in supervisor</li> <li>• New non-probationary employee transfers into work area</li> </ul>	<ul style="list-style-type: none"> <li>•Form is signed by employee and supervisor and submitted to 2nd level supervisor for their signature.</li> <li>•Retain original in office. Provide copy to employee &amp; HR Division.</li> <li>•At end of Annual Review Cycle, perform competency assessment &amp; document on form. Rating categories are “Satisfactory” and “Needs Improvement”. A “Needs Improvement” assessment is not considered disciplinary and is not subject to the grievance process.</li> <li>•Assessment due within 28 days of the end of rating period.</li> <li>•Follow same action as above for completing the form.</li> <li>•Rating Period Review due date established for office should be assigned, if employee has been in position for at least one month of the current annual cycle.</li> <li>•If in position for less than a month, the ending date for the next annual review cycle should be assigned.</li> </ul>

Supervisors are encouraged to perform Progress Reviews on a quarterly basis. Reviews may be summarized using a copy of the original form and checking the Progress Review Box. Copies of these reviews are for internal use only and are retained by the supervisor and employee only. Notes summarizing the progress reviews may also be noted on a separate document that is retained at the work site.

**2. - PROBATIONARY EMPLOYEES – PROMOTIONS and TRANSFERS TO A DIFFERENT CLASSIFICATION**

<b>Review Schedule</b>	6 and 12 months from effective promotion/transfer (9 & 18 months for Part-time employees)	<ul style="list-style-type: none"> <li>•For employees currently on probation during IPMS implementation, a 6 or 12mos. evaluation would be conducted based on factors/responsibilities identified at the time of their appointment. Once probation period is complete, competencies are established using the process described in Section 1 and the common review date assigned to the office would be used.</li> <li>•Probationary employees appointed <u>after</u> IPMS implementation have competencies established as described below in Action Required.</li> </ul>
<b>Form Required (Probationary)</b> DMB Employee Competency	<ul style="list-style-type: none"> <li>•DMB 931 – Group One and SEMAS Employees</li> </ul>	<ul style="list-style-type: none"> <li>•Use Probationary Review Section of form</li> </ul>

Assessment and Development Plan	<ul style="list-style-type: none"> <li>•DMB 932 – Group Two Employees</li> <li>•DMB 933 – Group Three Employees</li> <li>•DMB 934 – Group Four and SES Employees</li> </ul>	Note: SEMAS & SES Employees do not serve a probationary period.
<b>Action Required</b>	Upon appointment, employee and supervisor identify behavioral & functional competencies and establish a Training & Career Development Plan.	<ul style="list-style-type: none"> <li>•Form is signed by employee, supervisor, and 2<sup>nd</sup> level supervisor.</li> <li>•Retain original in office. Provide copy to employee.</li> <li>•Upon completion of the assessment, a copy of the form must be submitted to HR Division.</li> <li>•Assessment due within 14 days of end of rating period.</li> </ul>

If probationary employee's rating is unsatisfactory, supervisor should notify DMB HR Labor Relations Officer to confirm the process for issuing an unsatisfactory rating is being followed appropriately. An unsatisfactory probationary rating is considered discipline and is subject to the grievance process.

### 3. - PROBATIONARY EMPLOYEES - NEW HIRES TO STATE EMPLOYMENT

<b>Review Schedule</b>	3, 6 and 12 months from effective date of hire (3, 9 & 18 months for Part-time employees)	<ul style="list-style-type: none"> <li>•For employees currently on probation during IPMS implementation, a 3, 6 or 12mos. evaluation would be conducted based on factors/responsibilities identified at the time of hire. Once probation period is complete, competencies would be established using the process described in Section 1 &amp; the common review date assigned to the office would be used.</li> <li>•Probationary employees hired <u>after</u> IPMS implementation have competencies established as described below in Action Required.</li> </ul>
<b>Form Required</b> DMB Employee Competency Assessment and Development Plan	<ul style="list-style-type: none"> <li>•DMB 931 – Group One and SEMAS Employees</li> <li>•DMB 932 – Group Two Employees</li> <li>•DMB 933 – Group Three Employees</li> <li>•DMB 934 – Group Four and SES Employees</li> </ul>	<ul style="list-style-type: none"> <li>•Use Probationary Reviews Section of form</li> </ul> <p>Note: SEMAS &amp; SES Employees do not serve a probationary period.</p>
<b>Action Required</b>	Upon appointment, employee and supervisor identify behavioral & functional competencies and establish a Training & Career Development Plan.	<ul style="list-style-type: none"> <li>•Form is signed by employee, supervisor, and 2<sup>nd</sup> level supervisor.</li> <li>•Retain original in office. Provide copy to employee.</li> <li>•Upon completion of the assessment, a copy of the form must be submitted to HR Division.</li> <li>•Assessment due within 14 days of end of rating period.</li> </ul>

If probationary employee's rating is unsatisfactory, supervisor should notify DMB HR Labor Relations Officer to confirm the process for issuing an unsatisfactory rating is being followed appropriately. An unsatisfactory probationary rating is considered discipline and is subject to the grievance process.

### 4. – NON-PROBATIONARY EMPLOYEES WITH UNSATISFACTORY SERVICE

<b>Review Schedule</b>	As needed when performance is unsatisfactory.	<ul style="list-style-type: none"> <li>•Is not part of the IPMS Annual Review process.</li> </ul>
<b>Form Required</b>	Interim Employee Rating - CS 375	
<b>Action Required</b>	Supervisor documents the performance that is unsatisfactory. The specific improvements expected are identified and a follow-up rating period is established.	<ul style="list-style-type: none"> <li>•Interim Service Rating must be reviewed by HR Labor Relations before issuing the interim rating to the employee.</li> <li>•An Interim Service Rating is considered discipline and is subject to the grievance process.</li> <li>•Employees under an Interim Rating would not be included in the IPMS process and a DMB Employee Competency Assessment and Development Plan form would not be completed until the employee receives a Satisfactory Interim Service Rating.</li> </ul>